

HOUSING AUTHORITY OF THE TOWN OF WETHERSFIELD
MINUTES – REGULAR MEETING
October 19, 2015

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Wethersfield was called to order at 6:30 p.m.

Commissioners Present:	George Kelly Samuel Spratlin Michael Wrona Stephen Kirsche
Commissioners Absent:	Levi Ofori
Others Present:	Cathy K. Forcier, Executive Director Elizabeth Buckland, Adams Resident And mother

Approval of Minutes:

Commissioner Wrona moved to approve the minutes of September 14, 2015; seconded by Commissioner Spratlin. Commissioner Kirsche abstained; all other Commissioners voted in favor. So moved.

Commissioner Kirsche moved to add an item under New Business, Resolution R15/15-1; seconded by Commissioner Wrona. All Commissioners present voted in favor; so moved.

Communications:

Bradley, Foster & Sargent – September 30, 2015

Executive Director's Report:

The Executive Director presented the following reports to the Commission: Maintenance, Finance, Tenant Selection and a Personal Report. She also reported on the need to replace one of the maintenance vans. She also reported the reprieve on MR PILOT is for one year only.

Commissioner Kirsche moved to approve the bills list for September; seconded by Commissioner Spratlin. All Commissioners voted in favor. So moved.

Unfinished Business:

Updates.

2014 CHAMP 6 APPLICATION: Westfield Heights. Work commenced on roof replacement in August. As of today all roofs have been completed. The insulators have completed wall insulation on all units on Treat Road and have started on Boardman

Terrace and Mitchell Court. There are four buildings on Treat Road that have windows and siding replaced and four more in progress. Furnaces and hot water heater replacement is scheduled to start shortly as is the interior sequence.

There have been issues with children climbing on the contractor's storage containers and construction equipment. Memos were put out to all households for the second time on this issue.

The WHA attorney has reviewed all loan documents and made comment to the DOH attorney. There is no estimated date for closing to take place.

The perimeter survey has been completed. The survey did show where there are 11 locations where neighbors have fences on WHA property. The encroachments range from .2 to 4.2 feet.

CDBG Application. James Devlin Rehabilitation Project. The WHA is waiting for the assistance agreement from DOH. Once executed the WHA will put this project out to bid. The hope is to start bathrooms and kitchens during the winter months and replace flooring in the spring.

Solar Heat. The WHA attorney has approved the Solar PPA agreement and the Site Lease for PPA. The WHA is waiting on the interconnection applications and attachments. The WHA has clarified locations of the panels.

501(c)3 Status Update. The tax exempt status has been approved by the IRS.

Draft Repayment Agreement Policy. Commissioner Wrona moved to approve the policy as presented; seconded by Commissioner Spratlin. All Commissioners voted in favor. So moved.

Resolutions Regarding Schwab Account. Commissioner Kirsche moved to approve the resolution as presented; seconded by Commissioner Spratlin. All Commissioners voted in favor. So moved.

Proposed Clarification Language in Employee Handbook/Personnel Policies. Commissioner Spratlin moved to approve the change in the policy regarding payout of sick leave for part time staff; seconded by Commissioner Wrona. All Commissioners voted in favor. So moved.

New Business:

Program Budgets for 2016. Commissioner Kirsche moved to approve the management plans/budgets for 2016; seconded by Commissioner Spratlin. All Commissioners voted in favor. So moved.

Housing Choice Voucher Program File Audit. Ms. Forcier reported the annual audit of the Housing Choice Voucher (Section 8) program tenant files was complete.

Quarterly Report of Police Activity on Housing Authority Properties. Discussion was held.

Encroachments on Westfield Heights Property. A perimeter survey was required for closing on the Westfield Heights funding and it showed twelve locations that neighboring properties have fences on WHA property. Letters will be sent to neighboring owners.

Resolution R15/15-1. Commissioner Kirsche moved to approve Resolution No. R15/15-1; seconded by Commissioner Wrona. All Commissioners present voted in favor; so moved.

Commissioner Wrona moved to enter into an Executive Session to discuss collective bargaining agreement issues; seconded by Commissioner Spratlin. All Commissioners present voted in favor; so moved.

The board came out of Executive session at 8:15 p.m.

Public Comment:

none

Commissioners' Comment:

none

Adjournment:

Commissioner Wrona moved to adjourn the meeting; seconded by Commissioner Kirsche. All Commissioners present voted in favor; so moved. The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Cathy K. Forcier
Secretary/Executive Director

